



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

**FISCAL YEAR 2015
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #5**

TO: Child and Adult Care Food Program Institutions

FROM: Marla J. Moss, Director
Office of School Support Services

DATE: November 3, 2014

SUBJECT: Fiscal Year (FY) 2015 Child and Adult Care Food Program (CACFP) Trainings

ACTION: New Registration Process for Trainings

Training on the Child and Adult Care Food Program (CACFP) will be offered at eleven (11) locations with seventeen (17) dates to choose from during FY 2015. The morning sessions will focus on record keeping requirements for independent centers and sponsors of facilities and centers. The afternoon sessions will offer concurrent breakout sessions that include building menus, at-risk afterschool, site monitoring reviews for sponsors of more than one center, and infant menus. All training sessions will begin promptly at the time indicated.

CACFP trainings are free of charge and are designed for new staff, as well as staff desiring a program refresher or training in any specific topic area. Personnel responsible for ensuring program compliance may attend a session to comply with corrective action from an administrative review. In addition, certificates will be available upon completion of the training and can be used toward annual training required by the Michigan Department of Human Services.

CACFP has implemented a new registration process which requires all participating institutions to go to the Eventbrite website (www.Eventbrite.com) to register for all CACFP trainings. Registration for CACFP trainings is required, as seating is limited. Individuals registering for CACFP trainings must create an account on the Eventbrite website. Please save your account information as CACFP staff will not have access to that information. The new registration process for Eventbrite is posted on the CACFP website at www.michigan.gov/cacfp under Training. Registration instructions are also attached to this memo. Questions regarding these trainings may be directed to CACFP staff at 517-373-7391.

Persons with disabilities needing reasonable accommodations for effective participation in the workshop should contact the Child and Adult Care Food Program office at 517-373-7391. **Requests for accommodations should be made at least two weeks prior to training sessions.**

STATE BOARD OF EDUCATION

JOHN C. AUSTIN – PRESIDENT • CASANDRA E. ULBRICH – VICE PRESIDENT
DANIEL VARNER – SECRETARY • RICHARD ZEILE – TREASURER
MICHELLE FECTEAU – NASBE DELEGATE • LUPE RAMOS-MONTIGNY
KATHLEEN N. STRAUS • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324

**Child and Adult Care Food Program
Fiscal Year 2015 Training
Eventbrite Online Registration Instructions**

To register:

1. Go to the Eventbrite website at: www.Eventbrite.com.
2. Create an account, which will require an email address and a password. Please save your account information.
3. Search for CACFP trainings by the city of the **training location** or by the **training date**.
4. Complete **all** of the required registration information:
 - First Name and Last Name
 - E-Mail Address
 - Job Title
 - Company/Organization Name
 - Address
 - City
 - State
 - Zip Code
 - Work Phone Number
 - CACFP Agreement Number. If no agreement number, type "applying" in this field.
 - County Name
 - Sponsor (multiple feeding sites) or Independent (single feeding site)
Check the appropriate box. **Choose only one.**
 - Check the appropriate box for the session(s) you would like to attend.
5. Review your information. When all of the required fields are complete, click "complete registration." Print registration confirmation.
6. To cancel a reservation, go to www.Eventbrite.com, log in, and cancel the reservation.

Questions regarding this online registration process can be directed to Katherine Foreman, Registration Coordinator, at foremank4@michigan.gov or by phone at (517) 373-7391.

FY 2015 CACFP RECORD KEEPING TRAINING SCHEDULE

Day	Month	Date	Year	Location	Address	Training Title
Tuesday	November	18	2014	Kent ISD	2930 Knapp Grand Rapids MI 49525	Record Keeping
Wednesday	December	17	2014	Wayne RESA	33500 Van Born Wayne MI 48184	Record Keeping
Thursday	January	15	2015	Michigan Works	2110 South Cedar Street Lansing MI 48910	Record Keeping
TBA	March	TBA	2015	Genesee Career Institute	G-5081 Torrey Road Flint MI 48507	Record Keeping
Tuesday	March	31	2015	Kalamazoo RESA	1819 E. Milham Ave. Portage MI 49002	Record Keeping
Thursday	April	16	2015	Wayne RESA	33500 Van Born Wayne MI 48184	Record Keeping
Thursday	April	30	2015	Washtenaw ISD	1819 S. Wagner Ann Arbor MI 48103	Record Keeping
TBA	April	TBA	2015	Delta-Schoolcraft ISD	2525 3rd Avenue South Escanaba MI 49829	Record Keeping
TBA	May	TBA	2015	Kent ISD	2930 Knapp Grand Rapids MI 49525	Record Keeping
Thursday	August	6	2015	Saginaw Transitions Center	3860 Fashion Square Saginaw MI 48638	Record Keeping
Wednesday	August	12	2015	Detroit Public Library	5201 Woodward Ave Detroit MI 48202	Record Keeping
Thursday	August	27	2015	Oakland ISD	2111 Pontiac Lake Road Waterford MI 48328	Record Keeping
Wednesday	September	9	2015	Wayne RESA	33500 Van Born Wayne MI 48184	Record Keeping
Thursday	September	24	2015	Michigan Works	2110 South Cedar Street Lansing MI 48910	Record Keeping
Thursday	October	8	2015	Washtenaw ISD	1819 S. Wagner Ann Arbor MI 48103	Record Keeping
Thursday	October	15	2015	Kalamazoo RESA	1819 E. Milham Ave Portage MI 49002	Record Keeping
Thursday	October	TBA	2015	Traverse Bay ISD	1101 Red Drive Traverse City MI 49696	Record Keeping